

**446 AW LODGING PROGRAM MANAGEMENT**

---

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

---

Supersedes 446 AWI 34-601, 3 February 1998.      Certified by: 446 AW/CC (Col Alan Mitchell)  
OPR: 446 SPTG/CC (Col Thomas Blank)      Pages: 7

Distribution: F;X: 62 SVS/SVML (1)

---

This instruction implements AFD 34-2, *Managing Nonappropriated Funds* and AFI 34-246, *Air Force Lodging Program*. It establishes a uniform policy on the use of government (on-base and/or contract) lodging by wing personnel. It applies to all members of the 446th Airlift Wing having lodging requirements at McChord AFB WA. It is ultimately the responsibility of the individual user to ensure all lodging requirements are completely followed.

**SUMMARY OF REVISIONS**

This instruction aligns the information provided in AFD 34-2 and AFI 34-246. It indicates that approval authority for the use of government lodging may be delegated to the SPTG Commander (para 1.1.); dictates that AFRC will provide guidance for designating the commute area (para 2.1.); designates the Services Specialist ART as the Wing Lodging POC (para 2.4.3.); dictates that inputs must be received NLT the Monday after the B UTA to be updated on the next month's roster. It also indicates that the roster will be used to verify the names on the lodging bills (para 2.4.5.); directs that 446 MSS/SVX will coordinate UTA customer service support to the Lodging Office (para 2.4.6.); directs the Wing Lodging POC will coordinate with the unit First Sergeants and Lodging POCs regarding which UTAs their unit will be placed in commercial lodging (para 2.4.7.); indicates that the Wing Lodging POC will coordinate with the unit First Sergeant and Lodging POC regarding any reservation request received on Thursday, Friday, and/or Saturday prior to an UTA (para 2.4.8.); 446 AW/CC may delegate approval authority to the group commanders (para 2.2.1.); exempts 446 AES from using the unit lodging roster (para 2.5.1.); dictates that no UTA reservations will be accepted after 1600 on the Wednesday prior to the UTA. Also, requires written documentation be provided by the individual (if on rescheduled UTA or AFTP) at check in. If the member does not have an AF Form 40a, **Record of Individual Inactive Duty Training**, or proper documentation, they must guarantee the room with a credit card. If proper documentation can be provided before checkout, billing will be switched from credit card to unit bill payment. (para 2.5.1.); indicates that 62 SVS/SVML will provide a list of "no-shows" to the Wing Lodging POC by 0800 on Saturday of the UTA (para 2.6.4.); spells out the commercial lodging authorization notification (para 2.6.5., 2.6.5.1., 2.6.5.2., 2.6.5.3., 2.6.5.4.); directs unit commanders to provide SNCOs and First Sergeants to assist Friday night handling of Reserve lodging issues at the Evergreen Inn (para

2.7.4.); suspense's the unit lodging representative to provide changes to the non-commute list to 446 SVS/SVX (para 2.8.4.); dictates that no UTA reservations will be accepted by the 62<sup>nd</sup> Lodging Office after 1600 on the Wednesday prior to the UTA (para 2.8.5.) (para 2.9.1.); directs any reservation request that need to be made after the cutoff, will be directed to the Wing Lodging POC (para 2.8.5.); assigns responsibility to the unit lodging representative to coordinate responses to status inquiries by the Wing Lodging POC (para 2.8.8.); assigns responsibility to individual reservist that upon check in, if member doesn't have an AF Form 40a, then they must guarantee room with a credit card (para 2.9.6.); ensures that the individual reservist annotates the lodging roster if they desire to be housed together (para 2.9.8.); places responsibility on the individual reservist to notify their unit lodging POC of any change in address (para 2.9.9.) and instructs officers and SNCOs who are willing to waive the room square footage requirement to annotate this information on the lodging roster (para 2.9.10.). An \* indicates revision from the previous edition.

## **1. Government Lodging Policy:**

\*1.1. Government lodging (on-base and/or contract) during Active Duty Training (ADT) or Inactive Duty Training (IDT) is authorized only for those members who are designated as non-commuters. Exceptions based on emergency, adverse weather, or military necessity may be approved by the wing commander (or delegated to the SPTG Commander). Exceptions must specify dates included for the special authorization.

1.2. Lodging minimum adequacy standards will be followed except when waived by higher headquarters.

1.3. When possible, the priorities for on-base lodging are fly-ins , individuals with no local transportation, first sergeants, and unit commanders. This must be annotated in the Remarks Section on the Unit Lodging Roster.

1.4. Wing guidelines for "no shows." A "no show" is an individual who does not arrive on the day of their reservation. (Properly canceled rooms will not result in the individual being classified as a "no show.")

1.4.1. The first "no show" will result in a verbal and/or written counseling by the unit first sergeant.

1.4.2. The second "no show" in the same fiscal year will result in loss of lodging privileges for up to 90 days. Unit will be billed \$100 from Operations & Maintenance (O&M) funds to reimburse lodging fund.

1.4.3. The third "no show" in the same fiscal year will result in loss of lodging privileges for up to a year. Unit will be billed \$200 from O&M funds to reimburse lodging fund.

1.5. Air Force instructions require every person staying in government lodging facilities (on base and/or contract) to be registered at the lodging desk. If a member of the 446 AW is found to have an unauthorized guest, the circumstances will be referred to the individual's unit commander for administrative action. The individual will be assessed the appropriate lodging charge for the additional occupant(s).

## **2. Responsibilities:**

\*2.1. Headquarters Air Force Reserve Commander (AFRC) will furnish guidance for designating the commute area (currently 50 mile radius or 1 hour driving time). Mileage is calculated from McChord AFB to city of residence. Driving time is one way.

### **2.2. 446th Airlift Wing:**

\*2.2.1. The 446th Wing Commander (446 AW/CC) is the approval authority for special case exceptions to the commute area (e.g., emergency, adverse weather, and/or military necessity). (446 AW/CC may delegate approval authority to the group commanders.) Exceptions must specify dates included for the special authorization.

2.2.2. The 446 AW/FMA will provide financial guidance and support to the 446 MSS/SVX Lodging International Merchant Purchase Authorization Card (IMPAC) cardholders.

### **2.3. 446th Support Group:**

2.3.1. The 446th Support Group Commander (446 SPTG/CC) is designated Office of Primary Responsibility (OPR) for matters of policy and procedures relative to lodging the members of the 446 AW.

2.3.2 The 446 SPTG/CC will approve financial expenditures for payment of unit training assembly (UTA) and additional flight training period (AFTP) lodging bills through the use of the IMPAC card.

### **2.4. The 446th Mission Support Squadron (MSS):**

2.4.1. Monthly, Personnel Employment (DPMSAE), will provide the 62 SVS Lodging Office with the list of newcomers.

2.4.2. Monthly, Customer Services Personnel (446 MSS/DPMSCC), will brief this lodging policy during newcomer orientation.

\*2.4.3. The Services Specialist Air Reserve Technician (ART) (446 MSS/SVX) will provide functional area expertise and notify Unit Lodging Representatives regarding pertinent lodging information. The Services Specialist ART is designated as the Wing Lodging POC.

2.4.4. 446 MSS/SVX will be the primary IMPAC cardholder for lodging and will follow the applicable guidance regarding the payment of lodging bills.

\*2.4.5. 446 MSS/SVX will compile the non-commute roster with monthly inputs from the Unit Lodging Representatives. Inputs must be received no later than the Monday after the B UTA to be updated on the next month's roster. The updated non-commute roster will be forwarded to the 62 SVS/SVML. This roster is also used to verify the names on the lodging bills.

\*2.4.6. 446 MSS/SVX will coordinate UTA customer service support to the Lodging Office. Normally, this will consist of a Senior NCO or unit First Sergeant assisting the front desk with handling Reserve issues during peak UTA check in periods on Friday evenings.

\*2.4.7. The Wing Lodging POC will coordinate with the Unit First Sergeants and Lodging POCs regarding which UTAs their unit will be placed in commercial lodging. This list will be provided to the 62<sup>nd</sup> Lodging Office.

\*2.4.8. The Wing Lodging POC will coordinate with the unit first sergeant and Lodging POC regarding any reservation request on Thursdays, Fridays, and/or Saturdays prior to an UTA.

## 2.5. 446th Operations Group:

\*2.5.1. Non-commuters assigned to the 97th, 313th, 728th Airlift Squadrons, and 446<sup>th</sup> Aeromedical Evacuation Squadron (446 AES), will be exempt from using the unit lodging reservation rosters [due to the necessity to reschedule many Unit Training Assemblies (UTAs) for mission requirements]. The individuals will make their own reservations by calling the 62 SVS Lodging Reservations Office. They will be instructed by their supervisors to make reservations for scheduled UTAs as far in advance as possible. **No UTA reservations will be accepted by the 62<sup>nd</sup> Lodging Office after 1600 on the Wednesday prior to the UTA.** They will also be instructed to declare their duty status to the lodging office, at the time they make their reservations. At check in, they will be required to provide written documentation of their duty status (if on a rescheduled UTA or AFTP). An approved AF Form 40a, **Record of Individual Inactive Duty Training**, copy of a flight order, a letter from the unit Lodging Point of Contact (POC) or confirmation by a unit ART, by Fax or in writing, may be used for this purpose. At check in, if the member does not have a 40a or proper documentation, they must guarantee the room with a credit card. (Individuals that can provide the proper documentation before checkout will be switched from credit card to unit bill payment.) If performing duty during a scheduled UTA, documentation is not required for duty status. It is the individual's responsibility to cancel their reservations if not required and they are subject to the same constraints and penalties as other 446 AW personnel for any "no show." The flying units Lodging POC will provide inputs and updates to the 446 MSS/SVX of the status of their non-commuters. A list of the squadron ARTs authorized to confirm the above mentioned information will also be provided to the lodging office.

## 2.6. 62<sup>nd</sup> Services Squadron Lodging Office (62 SVS/SVML):

2.6.1. The lodging office will keep the 446 MSS/SVX informed regarding issues affecting UTA lodging.

2.6.2. Will bill the individuals directly for any additional room charges such as: late check out, phone calls, and/or roommates. If additional charges are not paid at check out, the lodging office will mail the bill to the individual for payment and send a copy to the Unit Lodging Representative.

2.6.3. Will hold reservations for the Friday night before a UTA until 2100 unless an individual has marked late arrival on the lodging roster or called the lodging desk and indicated the time of their late arrival. If an individual fails to check in by midnight (2400), the reservation will be canceled and the 446 AW will be charged for a "no show." In addition, if a reservation is canceled because it is a "no show" all additional nights on the same reservation will be canceled as well (i.e., Saturday night). Saturday night reservations will be held firm until 1800.

\*2.6.4. Will provide a list of no shows to the Wing Lodging POC by 0800 on Saturday of the UTA.

\*2.6.5. Commercial lodging authorization notification.

\*2.6.5.1. On the Thursday prior to the UTA, the Reservation Office will provide the Wing Lodging POC with a list of hotels that will be used for the UTA.

\*2.6.5.2. The Reservation Office will use the unit list provided by the 446<sup>th</sup> Wing Lodging POC to identify which units will be placed in commercial lodging.

\*2.6.5.3. The commercial lodging authorization letters will be faxed to the hotel on the arrival date prior to normal check-in time at the hotel.

\*2.6.5.4. The list of names of personnel sent to commercial lodging will be provided to the Wing Lodging POC to use for billing verification.

2.6.6. The lodging accounting office will forward bills to the 446 MSS/SVX for payment in accordance with Air Force guidance.

2.7. Unit Commander:

2.7.1. Will enforce the provisions of this instruction.

2.7.2. Will designate an ART or other full-time employee to act on his or her behalf as the Unit Lodging Representative. Names will be provided, in writing, to the 446 SPTG/CC.

2.7.3. Unit commanders will ensure that procedures are established to familiarize newcomers with lodging policies and procedures.

\*2.7.4. Will provide SNCOs and First Sergeants to assist Friday night handling of Reserve lodging issues at the Evergreen Inn.

2.8. Unit Lodging Representative:

2.8.1. Serve as the primary focal point for any communications and reservations with the 62 SVS Lodging Office, unit member, and the 446 MSS/SVX.

2.8.2. Will keep the unit commander informed on any pertinent lodging information.

2.8.3. Maintains an activity log regarding additions and cancellations to lodging requests. This log will be forwarded to the 62 SVS lodging office upon request.

\*2.8.4. Forwards changes and/or additions to the unit non-commute list to 446 MSS/SVX by the Monday after the B UTA.

\*2.8.5. Will notify 62 SVS Lodging Office by 1600 on the Wednesday prior to the UTA of any changes to their lodging requirements for the UTA. No additional reservations will be taken after that time by the 62<sup>nd</sup> Lodging Office. Any reservation request that needs to be made after the cutoff must be directed to the Wing Lodging POC.

2.8.6. Reviews UTA lodging roster and forwards to the 62 SVS lodging office as soon as possible after the UTA but no later than 1200 on the Friday after the UTA.

2.8.7. Coordinates responses to “no show” letter and identifies actions taken by the First Sergeant and Commander. Forwards actions taken to 446 MSS/SVX.

\*2.8.8. Coordinates responses to status inquiries made by the Wing Lodging POC when verifying lodging bills.

2.9. Individual Reservist:

\*2.9.1. The individual is responsible for calling the Unit Lodging Representative to change, cancel their reservations, or notify of late arrival (See Section 2.5.1 regarding personnel in the 97th, 313th, 728th Airlift Squadrons, and 446 AES). This should be accomplished prior to 1600 of the Friday before each UTA. After 1600 hours, call the front desk at the lodging office to cancel the room. If a reservation is canceled by phone, be sure to note the time and name of the reservations clerk who accepted the cancellation. **NOTE: No UTA lodging reservations will be accepted after 1600 on the Wednesday prior to the UTA.**

2.9.2. If an individual expects to arrive after 2100 on Friday or 1800 on Saturday, an exception must be annotated in the Remarks Section of the Lodging Roster. Reservations for the Friday night before a UTA will be held firm until 2100. If an individual fails to check in by midnight

(2400), the reservation will be canceled and the 446 AW will be charged for a "no show." In addition, if a reservation is canceled because it is a "no show" all additional nights on the same reservation will be canceled as well (i.e., Saturday night). Saturday night reservations will be held firm until 1800.

\*2.9.3. It is the member's responsibility to ensure the 62<sup>nd</sup> Lodging Office is kept informed of the current duty status (e.g., annual tour, school tour, MPA, UTA, AFTP, or special tour) and if the duty status changes during their stay in lodging.

2.9.4. It is the individual's responsibility to make reservations for annual tour, school tour, MPA or special tour. Units may establish procedures to have the reservations made by the Unit Lodging Representative.

2.9.5. Individuals on orders (AF Form 938, **Request and Authorization for Active Duty Training/Active Duty tour**) are required to pay for their lodging.

\*2.9.6. Individuals in rescheduled UTA status will provide the lodging front desk with a copy of their AF Form 40a, **Record of Individual Inactive Duty Training**. At check in, if the member does not have a 40a, they must guarantee the room with a credit card. (Individuals that can provide the proper documentation before checkout will be switched from credit card to unit bill payment.)

2.9.7. Individuals having problems with lodging should put their complaint, in writing, using a Lodging Customer Comment Form or contact their First Sergeant or Unit Lodging Representative. Send the original to the 62 SVS lodging office and copies to their Unit Lodging Representative. Under no circumstances should individuals use inappropriate language or behavior when dealing with the lodging staff.

\*2.9.8. If members desire to be housed together, they must arrive at the lodging office at the same time (annotated on roster).

\*2.9.9. It is each individual's responsibility to notify their unit lodging POC of any change in address.

\*2.9.10. Officers and SNCOs willing to waive the room square footage requirements (for on-base quarters only) for their rank should annotate this on the lodging roster.

ALAN M. MITCHEL, Colonel, USAFR  
Commander